

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, December 20, 2016

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Mike Norton, Chairperson
Rebecca Hackett, Vice Chairperson
Robert Keller
Rodney Cross
Scott Waterworth (Arrived During TRIP Report)

COMMISSIONERS ABSENT: None

STAFF PRESENT: Susan van Houwelingen, Executive Director
Lee Franzen, Operations Manager
Kim Lynch, Executive Assistant
LuAnn DeBruin-Ziebell, Accountant

OTHERS PRESENT: None

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- 1.) Chairperson Norton called the regular meeting to order at 3:05 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on November 29, 2016**
Chairperson Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on November 29, 2016. There being no corrections or discussion, Ms. Hackett moved, seconded by Mr. Keller, to approve the minutes of the November 29, 2016 meeting as presented. Motion carried 4-0.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from November**
Chairperson Norton inquired if there were any questions pertaining to the November accounts payable report. Ms. van Houwelingen responded to questions regarding payments and stated that the Authority has developed a program with Kitz & Pfeil for the snow blowers owned by the agency. Snow blowers will be on a schedule for regular maintenance and be turned in for credit toward newer models on a regular schedule.
 - b.) **Year End TRIP Report**
Ms. Lynch reviewed the report showing payments received in 2016 through the Wisconsin Tax Refund Intercept Program (TRIP) and responded to questions. The Authority received \$32,198.69 in 2016 through the TRIP program on behalf of previous

housing clients that still owe money to the Authority due to unpaid rent or damages after they moved out of the housing program.

5.) **Report of the Executive Director**

a.) **Public Housing Family Unit Update**

Ms. van Houwelingen stated the renovations on the Menasha 40 units have been completed and the last units are being leased. HUD has mandated that effective 02/01/2017 all Public Housing units must be smoke free. The Authority has already gone smoke free with all of the Agency's units.

b.) **River Cities Redevelopment Update**

Ms. van Houwelingen stated the Huron Street property in Omro still needs to be demolished. There is nothing else new to report regarding Fox View and Riverside.

c.) **Housing Choice Voucher & FSS Program Update**

Ms. van Houwelingen stated there are currently 406 regular vouchers, four Port-Outs and 9 Port-Ins under contract. Ms. van Houwelingen reviewed the funding process for the voucher program. Funding dollars received for next year depend on this year's leased voucher numbers.

There are currently 24 participants enrolled in the FSS Program. There were no graduations in November. The FSS Program currently has approximately \$26,000 in the escrow account.

d.) **Home Buyer Program**

- **Approve \$10,221.14 Payment From WC Local Funds to Home Buyer Program for Overrun of Administrative Fees.**

Ms. DeBruin-Ziebell stated the Home Buyer Program Manager had to work more hours over the past three years than the Administrative dollars from the 2013-2015 program grant could support. DeBruin-Ziebell & van Houwelingen responded to questions regarding Home Program funding. The WCHA Board was asked to cover the \$10,221.14 shortfall out of the WCHA Local Funds account. Mr. Waterworth made a motion, seconded by Ms. Hackett, to pay the shortfall of \$10,221.14 out of the WCHA Local Funds account. Motion carried 5-0 on a voice vote.

e.) **Group Home Update**

Ms. van Houwelingen stated the signed group home lease has not yet been returned by the County.

f.) **Agency Matters**

- **Staff Changes**

Ms. van Houwelingen reported that the WCHA full-time Clerk 1 administrative position has been filled. The new staff member is a participant in the housing program and satisfies the Section 3 HUD requirement for hiring. This staff person will be working mostly out of the Menasha office.

Two retirements are expected to take place 2017. The Agency currently has two interns working for the Agency.

- **Employee Handbook**

Ms. van Houwelingen stated the new Employee Handbook has come back from attorney review with several recommended changes. Ms. van Houwelingen will be reviewing the suggested changes and amending the handbook accordingly. Copies of the Handbook will be distributed once final adjustments have been completed.

- **Approve Winnebago County Health Department Nurse Contract – 2017 – Fox View Manor and Riverside Apartments**

Ms. van Houwelingen stated the Winnebago County Health Department is making staff changes and going from a 37.5 hour work week to a 40 hour work week. The Housing Authority work week is still 37.5 hours for administrative staff. The Health Department and the Housing Authority have agreed that the 2017 Nursing Services contract will still be based on a 37.5 hour work week. Mr. Keller made a motion, seconded by Ms. Hackett, to approve the 2017 Nursing Services contract with the Winnebago County Health Department for \$98,651.00. Motion carried 5-0 on a voice vote.

6.) **Convene is Closed Session Under Wis. Stat. § 19.85(1) © to Consider Promotion, Compensation and/or Performance Evaluations. Roll Call**

Chairman Norton stated the OHA Board was unable to meet on Monday, December 19, 2016, so was unable to have a discussion regarding compensation and performance evaluation of the Executive Director. Norton requested the meeting not go into closed session at this time and further discussion by the WCHA Board be tabled until the January 2017 meeting. The board members agreed.

7.) **Reconvene In Open Session – Roll Call**

Not Applicable.

8.) **Resolution 665-16: Approve Year End Write Offs of Bad Debt**

Ms. van Houwelingen and Ms. DeBruin-Ziebell reviewed the resolution, historical numbers, write off policy and the debt determined uncollectable for 2016. After all questions were addressed, Mr. Cross moved, seconded by Mr. Keller, to approve Resolution 665-16. Motion carried 5-0 on a voice vote.

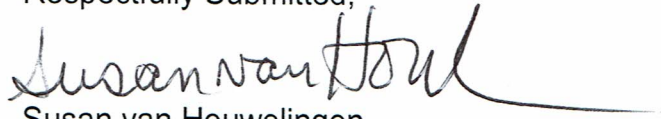
9.) **Discussion**

Ms. van Houwelingen wished the Board a Happy Holidays.

10.) **Adjournment**

Having completed the agenda, Mr. Keller moved, seconded by Mr. Cross to adjourn the meeting. Motion carried 5-0. The meeting was adjourned at 4:03 p.m.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Susan van Houwelingen", with a long horizontal flourish extending to the right.

Susan van Houwelingen

Executive Director

Winnebago County Housing Authority

APPROVED